

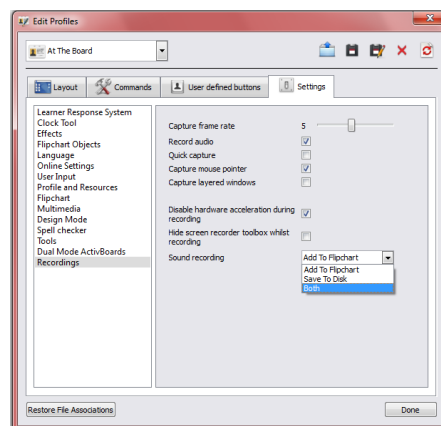
ACTIVINSPIRE TIPS & TRICKS

Screen Recorder:

ActivInspire's Screen Recorder allows you to record videos of your computer screen. This is great for reteaching, extending content, modifications, and more!

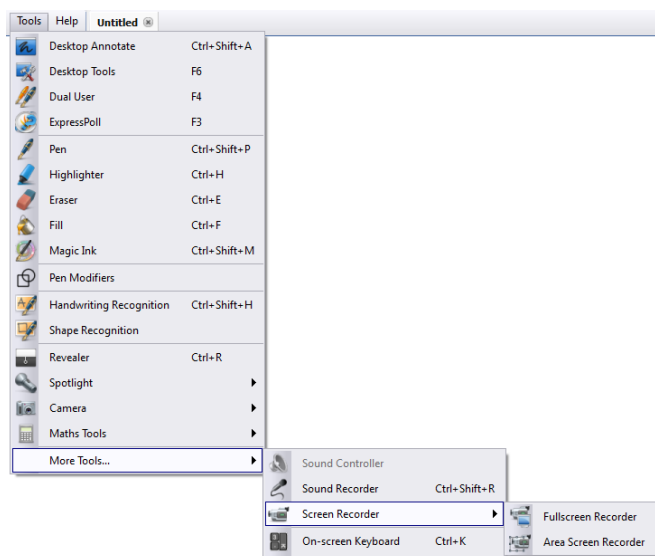
If you'd like audio to be captured with your screen recording:

1. Click on **File** and select **Settings**
2. Click on **Recordings** from the list on the left
3. Check off **Record Audio**
4. Next to **Sound recording**, select **Both** from the drop down menu
5. Click **Done**



Using the Screen Recorder:

1. Open ActivInspire
2. Open the flipchart that you'd like to record (or a blank one if you are starting from scratch)
3. Click **Tools**
4. Click **More Tools**
5. Click **Screen Recorder**
6. Select an option:
 - a. **Fullscreen Recorder**: Will record the entire screen
 - b. **Area Screen Recorder**: Allows you to set a specific area of your screen for recording
7. Click the red **Record** button on the Screen Recorder Control
8. Name your recording and select a save location
9. Click **Save**
10. The record button will begin blinking to notify you that the recording process has begun
 - a. If you promethean board or laptop has a mic, sound will also be recorded
11. Record your lesson
12. When you are finished, click the **Stop** button on the Screen Recorder Control



Your file will then be saved in the selected location. This file is saved as a movie file that can be loaded onto any computer that has a movie player, such as Windows Media Player.

NOTE: If you'd like to record something that is NOT in ActivInspire, follow steps 1-6. Before going on to step 7, minimize ActivInspire and pull up any website/file that you'd like to record. When you are ready to begin recording, follow steps 7-12.